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61102F
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6. AUTHOR(S)
Dr Glee

7. PERFORMING ORGANIZATION NAME(S) AND ADDRESS(ES)
Southern University A&M College
Baton Rouge, Louisiana 70813-2596

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0075

9. SPONSORING/MONITORING AGENCY NAME(S) AND ADDRESS(ES)
AFOSR/NE
110 Duncan Avenue Suite B115
Bolling AFB DC 20332-8080

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This submission constitutes a final technical report for the Technical Assistance contract. It describes all of the activities completed during this contract period.

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DoD HBCU/MIs Technical Assistance Project
Southern University-Baton Rouge
Contract Number F49620-94-0-C0016

FINAL PROJECT REPORT

I. OBJECTIVES

This submission constitutes a final technical report for the Technical Assistance contract. It describes all of the activities completed during this contract period. The original contract was modified to revise the statement of work as noted in the discussion of the various general objectives.

The DoD HBCU/MIs Technical Assistance Project was designed to achieve the following general objectives:

- A. Technically manage and administer the contract;
- B. Conduct (in collaboration with the University of the District of Columbia) survey/surveys as necessary to determine requirements for technical assistance to HBCU/MIs; and
- C. Develop and conduct a series of training activities (selected exercises in collaboration with UDC) to assist HBCU/MIs in enhancing their ability to compete for federal funds. Training exercises were to include, but not limited to the following -
 - 1. Fiscal reporting and accountability
 - 2. Technical writing and
 - 3. Contracts/grants administration.
- D. Provide a series of support services to HBCU/MIs identified by the survey/surveys (conducted in #1 above) as well as those institutions attempting to establish programs. Support services provided are to include, but not limited to, the following -
 - 1. Retrospective reviews of scientific literature

2. Mechanisms to remain current in the areas of interest
3. Mechanisms to link professionals with other needed experts, and
4. How to access research and development opportunities.

II. PRE-TRAINING SURVEYS

Southern University and the University of the District of Columbia mailed out an initial capability survey to all 117 HBCUs and all Minority Institutions to determine their eligibility and interest, based on specific requirements listed in the contract, in participating in the project. Forty-nine of the institutions returned the surveys and indicated an interest in the project. Institutions were selected on the basis of information received from each designated point-of-contact. A list of institutions that responded to the pre-training survey can be reviewed in Attachment 1.

III. TRAINING SESSIONS:

The contract called for the completion of three (3) training sessions. The three areas of concentration in the original contract for the training exercises were fiscal reporting and accountability, technical writing, and grants and contracts administration.

A. Training #1

The fiscal accountability training effort was satisfied in the first contract year. The workshop entitled "Fiscal Accountability: Positioning For the Future" was held during the first contract year at the National Finance Center in New Orleans, LA on April 27-29, 1994. The training efforts covered the following topics:

1. Overview of procurement and assistance
2. Matching and cost sharing
3. Cost principles
4. Administrative infrastructure requirements
5. Financial reporting
6. Cash management
7. Administration of agreement and sub-agreements
8. Title, Use and Disposition of Property

9. Closeout

A more detailed description of each topic can be reviewed in Attachment 2.

Forty-one different HBCU/Minority institutions were represented at the training conference. Seventy-seven persons attended. The conference received an overall excellent evaluation from participants on all aspects. The highest numerical evaluation was given for conference materials provided and information disseminated by presenters.

Under general comments, many participants indicated that this was one of the most helpful conferences that they had ever attended, that a conference of this type was overdue, and they wished that others from their respective institutions could have attended. They were especially impacted by the quality of speakers and materials provided by them.

Topics that attendees would like to have covered in future training conferences include dispute resolution, procurement regulations, development of bid proposals, development of cost proposals, role of the chief executive officer at the respective institutions in sponsored programs, matching and cost sharing, post-award issues, processing and managing contracts, the legislative process, A-133 and other OMB circular, allocation of costs, allowable and unallowable costs, and indirect costs.

The only negative reactions from participants was that the schedule was tight and the sessions were packed with more relevant information from speakers than they could digest in one conference setting. In addition, many of the participants expressed that the conference should be repeated the next year and scheduled over several days instead of two days.

All participants indicated that they would attend another conference if held in following years and would recommend that others attend other training sessions.

B. Training #2

The revised contract was modified to revise the statement of work. The revised contract included a training workshop in collaboration with the University

of the District of Columbia.

In collaboration with the University of the District of Columbia, Southern University co-sponsored a faculty researcher conference site visit to Rome Laboratory at Griffiss Air Force Base in New York. The conference was designed to allow faculty researchers to explore possible funding opportunities. The researchers had the opportunity to interact with Air Force researchers and program personnel to discuss criteria for selecting proposals for funding. One of the most valuable sessions at the workshop was the sharing the detailed research interest of the faculty with Rome Laboratory personnel. Concurrent mini-sessions and round-table discussions also facilitated the achievement of objectives for the conference. There were twenty-four (24) institutions represented at the training effort.

C. Training #3

The revised contract modification also included a Sponsored Program Administration workshop. North Carolina A&T State University at Greensboro, N.C. served as the model for this training. Dr. Earnestine Psalmonds, Vice Chancellor for Research at North Carolina A&T State University conducted this training.

The workshop focused on the theme of "Infrastructure Building for Effective Sponsored Program Operations" and covered topics on Effective Sponsored Research Programs with emphasis on Infrastructure, Preaward Issues and Post-Award Issues. Specifically, the areas of sponsored programs administration that were examined included the following:

1. Overview of the organizational structure for the division of research and sponsored programs activity reports;
2. Enhancement model for research infrastructure;
3. Sample monthly activity reports, pre-close out procedures, overdue deliverables and closeout notices, and other monitoring tools;
4. Description of major office of research functions, program development;
5. Pre-award tasks including internal routing and proposal review instruments;

6. Post-award tasks including project review sheets, notices of award, pre-closeout notices, patent and sub-contract questionnaires and closeout notices;
7. Other sponsored programs support tools; and
8. Summary of key internal environmental issues for HBCU/Mis.

Post training evaluations reflect that all, two exceptions, of the attendees at the workshop indicated an overall "excellent" rating.

All attendees indicated that they favored the organizational structure for the Division of Research at North Carolina A&T State University and the description of major office of research functions and program development provided at the workshop. Internal audits, proposal review instruments were selected as the next most important items to research administrators. Items related to enhancement models for research infrastructure, post-award tasks and monitoring tools ranked as the next highest items. Other sponsored programs support tools received the lowest important rating by attendees.

A significant aspect of the workshop training was a tour of the Sponsored Research Offices and a Question and Answer Session.

D. Training #4

Southern University Principles and the Program Officer for the project at the U.S. Air Force office agreed that the workshop that was planned on Technical Writing should be dropped from the scheduled due to the fact that faculty members could acquire this training in other settings and resources should be reserved for other activities planned.

IV. SUPPORT SERVICES

A. Weekly Scans of Commerce Business Daily

Southern University provided weekly scans of the Commerce Daily to all institutions in the project. These scans gave institutions an opportunity to view Department of Defense funding opportunities on a weekly

basis. This literature was invaluable for those institutions that could not afford a subscription to the Commerce Business Daily and conserved time for those seeking current, relevant information on funding opportunities, decisions and awardees. HBCU/MIs that received weekly CBD scans can be reviewed in Attachment 3.

This service was discontinued after the first year by the Program Officer in order that resources could be used for other aspects of the project.

B. The Electronic Bulletin Board (EBB)

The Electronic Bulletin Board (EBB) was also a valuable mechanism for getting advance notice on DoD funding opportunities and other information to the institutions serviced. It was especially beneficial to those users that had the proper equipment to access it. Unfortunately, all of the HBCU/MIs could not afford the appropriate equipment for accessing the bulletin board. Due to delay in acquiring equipment, the EBB was only operable one year of the two-year project. Forty-one of the 49 institutions participating in the project, used the EBB on a regular basis.

Information provided to institutions is provided to the agency on the tape enclosed. Attachment 4 reflects the EBB User Log.

ATTACHMENT 1

INSTITUTIONS THAT RESPONDED TO SURVEY

Barry University

Mr. Joseph J. Monti
Director of Grant Programs
11300 N.E. 2nd Avenue
Lavoie Building, Rm 211
Miami, FL 33161
PH (305) 899-3072
FAX (305) 899-3186

Florida Memorial College

Mr. Lincoln Chandler
15800 NY 42 Avenue
Miami, FL 33054
PH (305) 626-3609
FAX (305) 626-3610

Morris Brown College

Ms. Jill Triplett
643 Martin Luther King, Jr. Drive
Atlanta, Georgia 30314
PH (404) 220-0130
FAX (404) 220-3700

Harris-Stowe State College

Dr. James W Gorham, Jr.
3026 Laclede Avenue
St. Louis, MO 63103
PH (314) 342-3544

**University of Puerto Rico-Medical
Sciences Campus**

Mr. Norgerto Perez, Director
Office of Sponsored Programs

Ms. Miriam Rivera-Cano, Director
Pre-Award

Jose L. Jimenez-Quinones, Esq.,
Director
Contracts Division

Mr. Hector Valez, Director
Financial Administration Division

University of the Virgin Islands

Gwen Marie Moolenaar
2 John Brewers Bay
St Thomas, USVI 00802-0990
PH (809) 693-1002

New Mexico Highlands University

Dr. Ronald Clark
Las Vegas, NM 87701
PH (505) 454-3539
FAX (505) 454-3103

Texas A&M University-Kingsville

Ms. Susan W. Sedwick
Office of Sponsored Research
Campus Box 201
Kingsville, TX 78363
PH (512) 595-3344

Fisk University

Mr. George Carpenter
1000 17th Avenue., N
Nashville, TN 37208
PH (615) 324-8531
FAX (615) 324-8576

Howard University

Dr. Hames H. Johnson, Jr.
2400 Sixth Street, N.W.
Washington, D.C. 20059
PH (202) 806-6472
FAX (202) 806-5523

Jarvis Christian College

Dr. Carolyn Williams
Vice President for Development and
Institutional Advancement
P.O. Drawer G.
Hawkins, TX 75765
PH (903) 769-5730
FAX (903) 769-4842

Lane College

Ms. Sherrill Berry Scott
Executive Assistant to the President
545 Lane Avenue
Jackson, TN 38301
PH (901) 426-7516
FAX (901) 423-4931

Morgan State University

Dr. Anthony Teate, Assistant Vice
President
Cold Spring Lane/Hillen Rd.
Baltimore, MD 21239
PH (410) 319-3447
FAX (410) 319-3963

North Carolina A&T State University

Dr. Earnestine Psalmonds
1601 East Market Street
Greensboro, NC 27411
PH (910) 334-7995
FAX (910) 334-7086

**Humacao University College, University
of Puerto Rico**

Ms. Enid Garcia
CUH Station
Humacao, PR 00791
PH (809) 850-9343
FAX (809) 852-4638

**University of Puerto Rico-Pontifical
Catholic**

Dr. Gabriel A. Infante
College of Sciences
2250 Ave. Las Americas
Suite 565
Ponce, PR 00731-63
PH (809) 841-2000 ext. 610
FAX (809) 840-4295

**University of Puerto Rico-Rio Piedras
Campus**

Mr. Rafeal A. Torrech, Director
Office of Development and Alumni
Affairs
Box 21926
San Juan, PR 00931-1926
PH (809) 758-2380
FAX (809) 763-0766

Tougaloo College

Dr. Hendrick Angad-Gaur
500 County Line Road
Tougaloo, MS 39174
PH (601) 977-7794

Stillman College

Dr. Joseph A. Gore
P.O. Box 1430
Tuscaloosa, AL 35403
PH (205) 349-4240

West Virginia State College

Dr. Steve W. Batson
Vice President for Planning and
Institutional Advancement
Campus Box 180
Institute, West Virginia 25112
PH (304) 766 3020
FAX (304) 766-330

St. Augustine's College

Dr. Furney E. Brown, Jr.
1315 Oakwood Avenue
Raleigh, N.C. 27610-2298
PH (919) 516-4206

South Carolina State University

Dr. Roy J. Isabel
P.O. Box 1974
Orangeburg, SC 29117
PH (803) 536-8212

North Carolina Central University

Mr. Marvin H. Watkins
Director
Office of Sponsored Research and
Programs
Durham, NC 27707
PH (910) 560-3333

Wiley College

Mrs. Karen Dismukes
Office of Sponsored Programs
711 Wiley Avenue
Marshall, TX 75670
PH (903) 927-3240
FAX (903) 938-8100

Winston Salem University

Ms. Gwendolyn Armstrong
Director
Office of Sponsored Research
PH (910) 750-2410
FAX (910) 750-2412

Chicago State University

Ms. Linda Patton
9501 South King Drive, ADM 304
Chicago, IL 60628-1598
PH (312) 995-3598
FAX (312) 995-2490

California State University

Dr. Leon Cohen
Assistant Vice President
Research and Funded Projects
Carson, CA 90747
PH (310) 516-3756
FAX (310) 516-4410

Incarnate World College

Mr. Thomas K. Plofchan, Sr.
4301 Broadway
Box 127
San Antonio, TX 78209
PH (210) 829-6012
FAX (210) 829-6096

Texas Southern University

Dr. Brenda Sanders
Associate Director
Office of sponsored Programs
3100 Cleburne Street
Houston, TX 77004
PH (713) 527-7461
FAX (713) 527-7598

University of Texas-Pan American

Mr. James B. Williams
1201 W University Drive
Edinburg, TX 78539-2999
PH (210) 316-7179
FAX (210) 381-2114

Talladega College

R. Jones-Booker, J.D.
627 West Battle Street
Talladega, AL 35160
PH (205) 761-6202
FAX (205) 362-2268

Savannah State College

Dr. Obi Emeh
Director
Office of Sponsored Programs
P.O. Box 20503
Savannah, GA 31404-1420

University of Maryland Eastern Shore

Dr. Nelson
Princess Anne, MD 21853
PH (410) 651-6714
FAX (410) 651-7768

Langston University

Mr. Elijah K. Martin, Jr.
Director of Sponsored Programs
P.O. Box 907
Langston, OK 73050
PH (405) 466-2910
FAX (405) 466-2915

Fayetteville State University

Dr. LaDelle Olion
1200 Murchison Road
Fayetteville, NC 28301-4298
PH (910) 486-1498
FAX (910) 486-1782

Delaware State University

Dr. Mildred Ofosu
1200 N. Dupont Highway
Dover, Delaware 19901
PH (302) 739-3559

Alabama A&M University

Dr. Jeanette Jones
Vice President
Research & Development
P.O. Box 411
Normal, AL 35762
PH (205) 851-5675
FAX (205) 851-5030

California State University Los Angeles

Ms. Susan Steiner
Director
Research & Sponsored Programs
Adm. 301
5151 State University Dr.
Los Angeles, CA 90032

Morgan State University

Dr. Anthony A. Teate
Assistant Vice President
Office of Sponsored Programs
Baltimore, MD 21239
PH (410) 319-3447
FAX (410) 319-3963

ATTACHMENT 2

Training Session #1 FISCAL ACCOUNTABILITY

OVERVIEW OF PROCUREMENT AND ASSISTANCE

An overview of grants, contracts, other sponsored agreements guidelines and related guidance and regulations was provided. This session included a discussion of the definition of sponsored agreements, including grants and contracts and their differences. The presenters also talked about the Office of Management and Budget circulars that cover grants for university recipients, regulations that provide guidelines for implementing the circulars and Federal Acquisition Regulations (FARs) that cover contracts.

MATCHING/COST SHARING

A panel of presenter looked at matching and cost sharing issues from a Federal and university perspective.

COST PRINCIPLES

A discussion was held on the allowable and unallowable costs, documentation requirements, indirect costs proposals, and use of the short form for negotiation of the indirect cost rates, as well as participation of any attendees in relevant case studies.

ADMINISTRATIVE INFRASTRUCTURE REQUIREMENTS

An overview of the administrative and operational requirements for effective fiscal acquisition and management of sponsored agreements using a Total Quality Management paradigm.

FINANCIAL REPORTING

A discussion was held on the Federal financial reporting requirements. A panel of university and Federal representatives talk about their experience with financial reporting.

CASH MANAGEMENT

A discussion was held on the cash management guidelines, the U.S. Department of Air Force Management System concept, the Office of Naval Research Management system and reconciliation process. University representatives talked about setting up their accounts and their experiences with payment systems.

ADMINISTRATION OF AGREEMENT AND SUB-AGREEMENTS

A university perspective was provided on what subcontracting is, its strengths, and weaknesses. This includes a discussion of what to look for when contracting and sub-contracting.

PROPERTY

A discussion was held on the Federal requirements concerning title, use and disposition of property, and a university's experience with tracking property, managing equipment, and property reporting.

AUDIT

A discussion was held on the Federal audit requirements, what institutions need to do to fulfill audit requirements, sanctions and examples of audit findings uncovered by CPA firms. A panel discussion was conducted on the typical audit findings at universities, building an audit trail, and pre-planning for audits.

CLOSEOUT

A discussion of what closeout means and how it can be handled was provided. This discussion includes final fiscal, patent and property reports, cost adjustments, late clearing charges and release of unexpended funds. A discussion was also held on the administrative closeout and how it should be handled.

ATTACHMENT 3

INSTITUTIONS THAT RECEIVED THE CBD WEEKLY SCANS

HBCU/MIs That Received Weekly CBD Scans

Dr. Scott von Laven
Office of Research Development
Alabama A&M University
P.O. Box 411
Normal, AL 35762

Dr. C. C. Baker, Interim President
Alabama State University
P. O. Box 271
Montgomery, AL 36101

Dr. Yvonne Kennedy, President
Bishop State Community College
351 North Broad Street
Mobile, AL 36603

Dr. Yvonne Kennedy, President
Carver Campus-Bishop State College
414 Stanton Street
Mobile, AL 36617

Dr. Julius Jenkins, President
Concordia College
1804 Green Street
Selma, AL 36701

Dr. Ronnie Rose, Interim President
Fredd State Technical College
3401 Martin Luther King Jr. Blvd.
Tuscaloosa, AL 35401

Dr. Perry Ward, President
Lawson State Community College
3060 Wilson Road
Birmingham, AL 35211

Dr. Albert Sloan II, President
Miles College
P. O. Box 3800
Birmingham, AL 35208

Dr. Benjamin F. Reaves, President
Oakwood College
Huntsville, AL 35896

Dr. Willie L. Muse, President
Selma University
1501 Lapsley Street
Selma, AL 36701

Dr. Johnny L. Harris, President
J. F. Drake Technical College
3421 Meridian Street, North
Huntsville, AL 35811

Dr. Cordell Wynn, President
Stillman College
3600 15th Street
Tuscaloosa, AL 35401

Dr. Joseph B. Johnson, President
Talladega College
627 W. Battle Street
Talladega, AL 35160

Dr. Thad McClammy, President
Trenholm State Technical College
1225 Air Base Boulevard
Montgomery, AL 36108

Dr. Benjamin Payton, President
Tuskegee University
Tuskegee, AL 36088

Dr. William T. Keaton, President
Arkansas Baptist College
1600 Bishop Street
Little Rock, AR 72202

Dr. Myer L. Titus, President
Philander Smith College
812 W. 13th Street
North Little Rock, AR 72202

Dr. Katherine Mitchell, President
Shorter College
604 Locust Street
North Little Rock, AR 72114

Dr. Lawrence Davis, Chancellor
University of Arkansas-Pine Bluff
North Cedar Street
Pine Bluff, AR 71601

Dr. William Delauder, President
Delaware State University
Dover, DE 19901

Dr. Franklin G. Jenifer, President
Howard University
2400 6th Street, NW
Washington, DC 20059

Dr. Tilden J. LeMelle, President
University of District of Columbia
4200 Connecticut Avenue, NW
Washington, DC 20008

Dr. Oswald P. Bronson, President
Bethune Cookman College
640 Second Avenue
Daytona Beach, FL 32015

Dr. Jesse L. Burns, President
Edward Waters College
1658 Kings Road
Jacksonville FL 32209

Dr. Frederick Humphries, President
Florida A&M University
Administration Center, Room 301
Tallahassee, FL 32307

Dr. Albert Smith, President
Florida Memorial College
14800 N.W. 42nd Avenue
Miami, FL 33054

Dr. Billy C. Black, President
Albany State College
504 College Drive
Albany, GA 31705

Dr. Thomas W. Cole, President
Clark Atlanta University
James P. Brawley Drive
Atlanta, GA 30314

Dr. Oscar L. Prater, President
Fort Valley State College
1005 State College Drive
Fort Valley, GA 31030

Dr. James H. Costen, President
Interdenomination Theological Ctr.
671 Beckwith Street, S.W.
Atlanta, GA 30314

Dr. Leroy Keith, Jr., President
Morehouse College
830 Westview Drive, SW
Atlanta, GA 30314

Dr. Louis Sullivan, President
Morehouse School of Medicine
720 Westview Drive, SW
Atlanta, GA 30310

Dr. Samuel G. Jolley, President
Morris Brown College
643 Martin Luther King, Jr., Drive
Atlanta, GA 30314

Dr. Julius S. Scott, President
Paine College
1235 15th Street
Augusta, GA 30910

Dr. John T. Wolfe, President
Savannah State College
Savannah, BA 32404

Dr. Johnetta B. Cole, President
Spelman College
350 Spelman Lane, SW
Atlanta, GA 30315

Dr. Mary L. Smith, President
Kentucky State University
East Main Street
Frankfort, KY 40601

Dr. Samuel D. Cook, President
Dillard University
2601 Gentilly Boulevard
New Orleans, LA 70122

Dr. Harold Lundy, President
Grambling State University
P. O. Box 607
Grambling, LA 71245

Dr. Dolores R. Spikes, President
Southern University System
Southern University
Baton Rouge, LA 70813

Dr. Marvin Yates, Chancellor
Southern University
Baton Rouge, LA 70813

Dr. Robert Gex, Chancellor
Southern University-New Orleans
New Orleans, LA 70126

Dr. Jerome Greene, Chancellor
Southern University-Shreveport
Shreveport, LA 71107

Dr. Norman C. Frances, President
Xavier University
7325 Palmetto Street
New Orleans, LA 70125

Dr. Nathaniel Pollard, President
Bowie State University
Bowie, MD 21239

Dr. Calvin W. Burnett, President
Coppin State College
200 W. North Avenue
Baltimore, MD 21239

Dr. Earl Richardson, President
Morgan State University
Cold Spring Lane & Hillen Road
Baltimore, MD 21239

Dr. William P. Hytche, Chancellor
University-Maryland-Eastern Shore
Princess Anne, MD 21853

Dr. Marjorie Harris, President
Lewis College of Business
17370 Myers Road
Detroit, MI 48235

Dr. Walter Washington, President
Alcorn State University
P. O. Box 359
Lorman, MS 39096

Dr. Vivian Presley, President
Coahoma Community
Route 1, Box
Clarksdale, MS 38614

Dr. George Barnes, Vice President
Hinds Community College
Utica Campus
Utica, MS 39175

Dr. James Lyons, President
Jackson St. Univ.
1400 Lynch Street
Jackson, MS 39217

Dr. Sammie Potts, President
Mary Holmes College
P. O. Box Drawer 1257
West Point, MS 39773

Dr. William W. Sutton, President
Mississippi Valley St. Univ.
Highway 82 West
Itta Bena, MS 38941

Dr. David L. Beckley, President
Rust College
Holly Springs, MS 39174

Dr. Adib A. Shakir, President
Tougaloo College
500 E. Country Line Road
Tougaloo, MS 39174

Dr. Henry Givens, Jr., President
Harris-Stowe St. College
Laclede Street
St. Louis, MO 63103

Dr. Wendell G. Rayburn, President
Lincoln Univ.
830 Chestnut Street
Jefferson City, MO 63013

Dr. Joel Nwagbaraocha, President
Barber-Scotia College
145 Cabarrus Avenue
Concord, NC 28025

Dr. Gloria R. Scott, President
Bennett College
900 E. Washington Street
Greensboro, NC 27401

Dr. Jimmy R. Jenkins, Chancellor
Elizabeth City St. Univ.
Box 790
Elizabeth City, NC 27909

Dr. Lloyd V. Hackley, Chancellor
Fayetteville St. Univ.
1200 Murchinson Road
Fayetteville NC 28301

Dr. Dorothy C. Yancy, President
Johnson C. Smith university
100 Beatties Ford Road
Charlotte, NC 28216

Dr. Bernard W. Franklin President
Livingston College
701 W. Monroe Street
Salisbury, NC 28144

Dr. Edward B. Fort, Chancellor
North Carolina A&T St. Univ.
1601 E. Market Street
Greensboro, NC 27411

Dr. Julius Chambers, Chancellor
North Carolina Central Univ.
Durham, NC 27707

Dr. Prezell R. Robinson, President
St. Augustine's College
1315 Oakwood Avenue
Raleigh, NC 27610

Dr. Talbert O. Shaw, President
Shaw Univ.
118 E. South Street
Raleigh, NC 27611

Dr. Cleon Thompson, Chancellor
Winston-Salem St. Univ.
Winston Salem, NC 27110

Dr. Arthur E. Thomas, President
Central St. Univ.
Wilberforce, OH 45384

Dr. John L. Henderson, President
Wilberforce Univ.
1055 North Bickett
Wilberforce, OH 45384

Dr. Earnest L. Holloway, President
Langston Univ.
Langston, OK 73050

Dr. Douglas Covington, President
Cheyney St. Univ.
Cheyney, PA 19139

Dr. Niara Sudarkasa, President
Lincoln Univ.
Lincoln, PA 19352

Dr. Collie Coleman, President
Allen Univ.
1530 Harden Street
Columbia, SC 29204

Dr. Ruby W. Watts, President
Benedict College
Harden & Blanding Street
Columbia, SC 29204

Dr. Oscar A. Rogers, President
Claflin College
700 College Avenue, NE
Orangeburg, SC 29115

Dr. Sallie V. Moreland, President
Clinton Junior College
P. O. Box 968
Rockhill, SC 29731

Dr. Joann R. Boyd, President
Denmark Technical College
P. O. Box 927
Denmark, SC 29042

Dr. Luns C. Richardson, President
Morris College
North Main Street
Sumter, SC 29150

Dr. Barbara R. Hatton, President
South Carolina St. Univ.
300 College Street, NE
Orangeburg, SC 29117

Dr. Leonard Dawson, President
Voorhees College
Denmark, SC 29042

Dr. Henry Ponder, President
Fisk Univ.
1000 17th Avenue North
Nashville, TN 37208

Dr. Percy Hutchinson, President
Knoxville College
901 College Street
Knoxville, TN 37921

Dr. Percy Hutchinson, President
Knoxville College-Morristown
417 N. James Street
Morristown, TN 37814

Dr. Wesley McClure, President
Lane College
545 Lane Avenue
Jackson, TN 38301

Dr. Burnett Joiner, President
Lemoyne-Owen College
807 Walker Avenue
Memphis, TN 38126

Dr. Henry Foster, President
Meharry Medical College
1005 Dr. D. B. Todd, Jr. Blvd.
Nashville, TN 37203

Dr. James A. Hefner, President
Tennessee St. Univ.
3500 John Merritt Boulevard
Nashville, TN 37209

Dr. Joseph T. McMillan, President
Houston-Tillotson College
1820 E. 8th Street
Austin, TX 78702

Dr. Sebetha Jenkins, President
Jarvis Christian College
U. S. Highway 80
Hawkins, TX 75765

Dr. Lee Monroe, President
Paul Quinn College
3837 Simpton Stuart Road
Dallas, TX 75241

General Julius Becton, President
Prairie View A&M Univ.
Prairie View, TX 77446

Mr. Hamice R. James, President
Saint Phillip's College
1801 Martin Luther King, Jr. Dr.
San Antonio, TX 75160

Dr. Jack Evans, President
Southwestern Christian College
200 Bowser Circle
Terrell, TX 75160

Dr. A. C. Mitchell Patton, President
Texas College
2404 N. Grand Avenue
Tyler, TX 75702

Dr. Joann Horton, President
Texas Southern Univ.
3100 Cleburne Avenue
Houston, TX 77004

Dr. Lamore J. Carter, President
Wiley College
711 Wiley Avenue
Marshall, TX 75670

Dr. William Harvey, President
Hampton Univ.
East Queen Street
Hampton, VA 23668

Dr. Harrison B. Wilson, President
Norfolk St. Univ.
2401 Corpew Avenue
Norfolk, VA 23504

Dr. Thomas M. Law, President
Saint Paul's College
406 Windsor Avenue
Lawrenceville, VA 23868

Dr. Eddie Moore, President
Virginia St. Univ.
P.O. Box 9001
Petersburg, VA 23806

Dr. S. Dallas Simmons, President
Virginia Union Univ.
1500 N. Lombardy Street
Richmond, VA 23220

Dr. Robert E. Moore, President
Bluefield St. College
219 Rock Street
Bluefield, WV 24701

Dr. Hazo W. Carter, President
West Virginia St. Univ.
P. O. Box 399
Institute, WV 25112

Dr. Orville Kean, President
Univ. of the Virgin Islands
St. Thomas Campus, Charlotte Amalie
St. Thomas, USVI 00802

Dr. David Ballesteros, Dean
San Diego St. Univ.
Imperial Valley Campus
Calexico, CA 92231

Dr. Del Anderson, President
San Jose City College
Community Coll. District
San Jose, CA 95128

Office of the President
Santa Barbara City College
721 Cliff Drive
Santa Barbara, CA 93109

Office of the President
Skyline College
3300 College Drive
San Bruno, CA 94066

Dr. Joseph Conte, President
Southwestern College
900 Otay Lakes Road
Chula Vista, CA 92010

Dr. Carolos Plazas, President
St. Augustine College
1333 W. Argyle
Chicago, IL 60640

Dr. Patricia Hayes, President
St. Edwards Univ.
3001 S. Congress Avenue
Austin, TX 78704

Rev. John Moder, President
St. Marys Univ. of San Antonio
San Antonio, TX 78284

Dr. Richard Greene, President
St. Thomas of Villanova Univ.
Opa Locka, FL 33054

Dr. Victor Morgan, President
Sul Ross St. Univ.
P. O. Box C-114
Alpine, TX 79832

Dr. Manuel Ibanez, President
Texas A&I Univ.
Campus Box 101
Kingsville, TX 78363

Dr. Miguel Gonzalez Valentin
Univ. of Puerto Rico
Aguadilla Regional College
Aguadilla, PR 00604

Dr. Salvador Quintana, Director
Univ. of Puerto Rico
Arecibo Tech. Univ. College
Arecibo, PR 00612

Dr. Adia Canals deBird, Dean
Univ. of Puerto Rico
Bayamon Tech. Univ. College
Bayamon, PR 00619

Dr. Felix Castrodad, Chancellor
Univ. of Puerto Rico
Humacao Univ. College
Humacao, PR 00661

Dr. Fernando Gallardo, Director
Univ. of Puerto Rico
LA Montana Regional College
Utuado, PR 00641

Dr. Manuel Marina, Chancellor
Univ. of Puerto Rico
Medical Science Campus
San Juan, PR 00936

Dr. Pedro Laboy, Director
Univ. of Puerto Rico
Ponce Tech. Univ. College
Ponce, PR 00732

Dr. Juan Fernandez, Chancellor
Rio Piedras Campus
Univ. of Puerto Rico
San Juan, PR 00931

Dr. Caludio Prieto, Chancellor
Universidad del Turabo
P. O. Box 30330
Guarbo, PR 00658

Office of the President
Univ. of Houston
College of Optometry
Houston, TX 77004

Office of the President
Univ. of Pacific
3601 Pacific Way
Stockton, CA 95211

Office of the President
Univ. of Southern Colorado
Pueblo, CO 81001

Dr. Miguel Nevarez, President
Univ. of Texas-Pan American
Edinburg, TX

Dr. Diana Natalicio, President
Univ. of Texas, El Paso
500 W. Univ. Avenue
El Paso, TX 79968

Dr. Rene Labaraca, Chancellor
Universidad Metropolitana
P. O. Box 21150
Rio Piedras, PR 00928

Office of the President
Ventura College
4667 Telegraph Road
Ventura, CA 93003

Dr. Jerry Gallentine, President
Western N. M. St. Univ.
College Avenue
Silver City, NM 88061

Office of the President
Woodbury Univ.
7500 Glenoaks Boulevard
Burbank, CA 91510

Office of the President
Yuba College
2088 N Beale Road
Marysville, CA 95901

Dr. Janine Pease Windyboy
Long Island Univ. Brooklyn
Univ. Plaza
Brooklyn, NY 11201

Dr. James Heinselman
Los Angeles Harbor College
1111 Figueroa Place
Wilmington, CA 90744

Dr. Jack Fujimoto, President
Los Angeles Mission College
13356 Eldridge Avenue
Sylmar, CA 91346

Office of the President
Los Angeles Southwest College
1600 W. Imperial Hwy.
Los Angeles, CA 90047

Dr. Jasck Allen, President
MacCormac College
615 N. West Avenue
Chicago, IL 60604

Office of the President
Merced College
3600 M. Street
Merced, CA 95340

Office of the President
Merritt College
12500 Campus Drive
Oakland, CA 94606

Office of the President
Middlesex Country College
Woodbridge Avenue
Edison, NJ 08818

Office of the President
Mission College
3000 Mission College Boulevard
Santa Clara, CA 95054

Dr. William Fredderson
Mount San Antonio College
1100 N. Grand Avenue
Walnut, CA 91789

Office of the President
NAES College
2838 W. Peterson Avenue
Chicago, IL 60640

Dr. Gilbert Sanchez, President
N. Mexico Highlands Univ.
P. O. Box 48
Las Vegas, NM 87701

Dr. Gordon H. Lamb, President
Northeastern Illinois Univ.
5500 North St. Louis Avenue
Chicago, IL 60625

Office of the President
Northwest Indian College
2522 Kwina Road
Bellingham, WA 98226

Dr. David Shroeder, President
NYACK College
Nyack, NY 10960

Dr. Anthony Fresquez
Oglala Lakota College
P. O. Box 490
Kyle, SD 57752

Office of the President
Ohlone College
43600 Mission Boulevard
Fremont, CA 94538

Sister Elizabeth Sueltenfuss
Our Lady Lake Univ.-San Antonio
San Antonio, TX 78207

Dr. Elise Schneider, President
Oxnard College
4000 S. Rose Avenue
Oxnard, CA 93033

Dr. James Dye
Palo Alto College
1400 West Villaret
San Antonio, TX 78224

Office of the President
Pasadena City College
1570 E. Colorado Boulevard
Pasadena, CA 91106

Dr. George A. Delaney
Pierce College
9401 Farwest Drive, SW
Tacoma, WA 98498

Dr. George Bugliarello
Polytechnic Univ.
333 Jay Street
Brooklyn, NY 11201

Office of the President
Pontifical Catholic Univ. of PR
Station 6
Ponce, PR 00732

Dr. Judith A. Ramaley, President
Portland St. Univ.
Portland, OR 97207

Dr. S. K. Mittelstet, President
Richland College
12800 Abram Rd.
Dallas, TX 75231

Dr. Richard Pickett, President
Robert Morris College
180 N. Lasalle Street
Chicago, IL 60601

Dr. Kenneth Shumate, President
San Antonio College
1200 San Pedro
San Antonio, TX 78284

Office of the President
San Bernardino Valley College
701 S. Mount Vernon Avenue
San Bernardino, CA 92410

Office of the President
San Diego City College
1313 12th Avenue
San Diego, CA 92101

Dr. W. Ann Reynolds, President
CUNY Herbert H. Lehman
Bedford Park Boulevard V.
Bronx, NY 10368

Dr. W. Ann Reynolds
CUNY Queens College
65-30 Kissena Boulevard
Flushing, NY 11367

Dr. Deganan Idah, President
Quetzalcoatl Univ.
P. O. Box 409
Davis, CA 95616

Dr. B. R. Venters, President
Del Mar College
Baldwin & Ayers Street
Corpus Cristi, TX 78404

Rev. J. P. Monogue, President
DePaul Univ.
25 E. Jackson Boulevard
Chicago, IL 60604

Dr. Phillis Peterson, President
Diablo Valley College
321 Golf Club Raod
Pleasant Hill, CA 94523

Dr. Art McDonald, President
Dull Knife Memorial College
P. O. Box 98
Lame Deer, MT 59043

Dr. Omero Suarez, President
East Los Angeles College
1301 Brooklyn Avenue
Monterey Park, CA 91754

Dr. Sam Schauerma
El Camino College
16007 Chrnsaw Boulevard
Torrance, CA 90506

Office of the President
Escuela De Artes Plasticas College
P. O. Box 4184
San Juan, PR 00905

Dr. Brice W. Harris, President
Fresno City College
1101 E. Univ. Avenue
Fresno, CA 93741

Dr. James John, President
GMI Engineering Mgmt. Inst.
1700 W. 3rd. Avenue
Flint, Mi 48504

Mr. Philip Westin, President
Golden West College
15744 Golden West Street
Huntington Beach, CA 92647

Office of the President
Hawaii Loa College
45-045 Kamehameha Hwy.
Kaneohe, HI 96744

Office of the President
Hawaii Pacific Univ.
1164 Bishop Street
Honolulu, HI 96813

Dr. Louis Agnese, President
Incarnate World college
4301 Braodway
San Antonio, TX 78209

Office of the President
Instituto DeEducacion Universal
Buzon 1027
Sabana Seca, PR 00749

Ms. Hilda Baco Pagan, Director
Inter American Univ. PR-Aguadalla
Aguadilla, PR 00605

Office of the President
Inter American Univ. PR-Arecibo
Bo. San Daniel/Daniel
Arecibo, PR 00613

Mr. Samuel Febres-Santiago
Inter American Univ. PR-Guayama/
Bo. Machete
Guayama, PR 00785

Ms. Yolanda Robies-Garcia
Inter American Univ. of PR-Fajardo
Fajardo, PR 00738

Ms. Marilina Wayland, Director
Inter American Univ. PR-Ponce
Mercedita, PR 00731

Mr. Felix DeLeon, Director
Inter American Univ. PR-Bayamon
Bayamon, PR 00619

Office of the President
Inter American Univ. PR
Box 3255
San Juan, PR 00936

Dr. Gamaliel Perez, Chancellor
Inter American Univ. PR-Metropolitan
Hato Rey, PR 00910

Dr. Leo Sayavedra, President
Laredo St. Univ.
Washington Street
Laredo, TX 78040

Office of the President
Las Positas College
3033 Collier Canyon Road
Livermore, CA 94550

Office of the President
Lassen College
P.O Box 3000/Highway 139
Susanville, CA 96130

Office of the President
Little Big Horn College
P. O. Box 370
Crow Agency, MT 59022

Dr. Juan Nazario-Negron
American Univ. of Puerto Rico
P. O. Box 2037
Bayamon, PR 00960

Dr. Dennis Tanner, President
Bacone College
Old Bacone Road
Muskogee, OK 74403

Dr. Jeanne O'Laughlin
Barry Univ.
11200 NE 2nd Avenue
Miami Shores, FL 33161

Dr. Judith Stratten, President
Barstow College
2700 Barstow Road
Barstow, CA 92311

Rev. Vincent Van Rooij
Bayamon Central Univ.
P. O. Box 1725
Bayamon, PR 00619

Dr. Norman Wallace, President
Bee County College
3800 Charco Road
Beeville, TX 78102

Dr. Walter Bumphus, President
Brookhaven College
3939 Valley View Lane
Farmers Branch, TX 75234

Dr. Robert-Detweiler, President
California St. Univ.
1000 E. Victoria Street
Carson, CA 90747

Dr. Melton A. Gordon
California St. Univ.-Fullerton
800 N. St. College Boulevard
Fullerton, CA 92634

Dr. Earl E. Gottsman, President
Capitol College
11301 Springfield Road
Laurel, MD 20708

Dr. Angel Juan-Ortega
Caribbean Univ.
Box 493
Bayamon, PR 00621

Office of the President
Central Arizona College
Woodruff at Overfield Road
Coolidge, AZ 85228

Dr. Walter Magnuson
Cerritos College
11110 E. Alondra Boulevard
Norwalk, CA 90650

Dr. Raul Cardoza, President
Chabot College
25555 Hesperian Boulevard
Hayward, CA 94545

Office of the President
Chaminade College of Honolulu
3140 Waialae Avenue
Honolulu, HI 96816

Dr. Ronald J. Temple
Chicago City-Wide College
226 W. Jackson Boulevard
Chicago, IL 60601

Dr. Ronald J. Temple
Malcolm X College
1900 W. VanBuren
Chicago, IL 60612

Dr. Ronald J. Temple
Harold Washington College
30 E. Lake Street
Chicago, IL 60601

Dr. Ronald J. Temple
Harry S. Truman College
1145 W. Wilson Avenue
Chicago, IL 60640

Dr. Ronald J. Temple
City College of Chicago
180 N. Michigan Avenue
Chicago, IL 60601

Dr. Richard Goetze, President
College of aeronautics
Laguardia Airport
Plushing, NY 11371

Dr. Marie Smith, President
College of Alameda
555 Atlantic Avenue
Alameda, CA 94501

Dr. Harold McAninch, President
College of Dupage
22nd & Lambert Road
Glen Ellyn, IL 60137

Dr. James Fries, President
College of Santa Fe
St. Michael's Drive
Santa Fe, NM 87501

Dr. David Gorge, President
College of the Desert
43-500 Monterey Avenue
Palm Desert, CA 92260

Dr. Robert Lombardi, President
College of the Sequoias
915 S. Mooney Boulevard
Visalia, CA 93277

Office of the President
College of the Marshall Islands
P. O. Box 1258
Majuro, TT 96960

Dr. Candy Rose, President
Contra Costa College
2600 Mission Bell Drive
San Pablo, CA 94806

Dr. Robert Ferguson, President
Corpus Christi St. Univ.
6300 Ocean Drive
Corpus Christi, TX 78412

Dr. Matthew Goldstein
CUNLY Bernard Baruch College
17 Lexington Avenue
New York, NY 10010

Mrs. Marla del C. Rivera
Assoc. Coord. of External Resources
Aguadilla Reginal College
Univ. of Puerto Rico/ P.O. Box 160
Aguadilla, PR 00604-0160

Mr. John Maupin, D.D.S.
President, Meharry Medical College
1105 D.B. Todd Blvd
Nashville, TN 37208

Dr. Carole Watkins
Director, Sponsered Programs
2500 West North Avenue
Baltimore, MD 21206

Dr. Victor A. Santiago
Executive Director of Development
Inter American Univ. of Puerto Rico
P.O. Box 363255
San Juan, Puerto Rico 00939-3255

Dr. Wise Allen
Vice Chancellor
Peralta Community College District
33 E. 8th Street
Oakland, CA 94606

Ms. Hattie K. Weaver
c/o Harris-Stowe St. College
3026 Laclede Avenue
St. Louis, Mo 63103

Mr. Gilbert McDonald
Bowie St. Univ.
Sponsored Projects
1400 Jericho St.
Bowie, MD 20715

Mr. William D. Willson
Bowie St. Univ.
Academy for Computer Training
2092 Gaiter Road, Suite 200
Rockville, MD 20854

Ms. Monica Anderson
Dir. of Resource Development
Mt. San Antonio
1100 N. Grand Ave.
Walnut, California 91789

Mr. Gary Vanmeter
Ventura College
4667 Telegragg
Ventura, California 93009

Mr. George Carpenter
Director of Sponsored project
Fisk Univ.
1017 Ave. Worth
Nashville, TN 37208-3051

Dr. Charlotte Carter
Mathematics and Science
P.O Box 1430
Tuscaloosa, AL 35403

Mr. Rick Redman
Director of Communication
Meharry Medical College
1005 D.B. Todd Blvd.
Nashville, TN 37208

Rev. Vincent Van Rooij
Bayamon Central University
P. O. Box 1725
Bayamon, PR 00619

Dr. Norman Wallace, Presidence
Bee County College
3800 Charco Road
Beeville, TX 78102

Dr. Walter Bumphus, President
Brookhaven College
3939 Valley View Lane
Farmers Branch, TX 75234

Dr. Robert-Detweiler, President
California State University
1000 E. Victoria Street
Carson, CA 90747

Dr. Melton A. Gordon
California State Univ.-Fullerton
800 N. State College Boulevard
Fullerton, CA 92634

Dr. Earl E. Gottsman, President
Capitol College
11301 Springfield Road
Laurel, MD 20708

Dr. Angel Juan-Ortega
Caribbean University
Box 493
Bayamon, PR 00621

Office of the President
Central Arizona College
Woodruff at Overfield Road
Coolidge, AZ 85228

Dr. Walter Magnuson
Cerritos College
11110 E. Alondra Boulevard
Norwalk, CA 90650

Dr. Raul Cardoza, President
Chabot College
25555 Hesperian Boulevard
Hayward, CA 94545

Office of the President
Chaminade College of Honolulu
3140 Waialae Avenue
Honolulu, HI 96816

Dr. Richard Goetze, President
College of Aeronautics
Laguardia Airport
Plushing, NY 11371

Dr. Marie Smith, President
College of Alameda
555 Atlantic Avenue
Alameda, CA 94501

Dr. Harold McAninch, President
College of Dupage
22nd & Lambert Road
Glen Ellyn, IL 60137

Dr. James Fries, President
College of Santa Fe
St. Michael's Drive
Santa Fe, NM 87501

Dr. David Gorge, President
College of the Desert
43-500 Monterey Avenue
Palm Desert, CA 92260

Dr. Robert Lombardi, President
College of the Sequoias
915 S. Mooney Boulevard
Visalia, CA 93277

Office of the President
College of the Marshall Islands
P. O. Box 1258
Majuro, TT 96960

Dr. Candy Rose, President
Contra Costa College
2600 Mission Bell Drive
San Pablo, CA 94806

Dr. Robert Ferguson, President
Corpus Christi State University
6300 Ocean Drive
Corpus Christi, TX 78412

Dr. Matthew Goldstein
CUNLY Bernard Baruch College
17 Lexington Avenue
New York, NY 10010

Mrs. Marla del C. Rivera
Assoc. Coordinator of External Resources
Aguadilla Reginal College
University of Puerto Rico
P.O. Box 160
Aguadilla, PR 00604-0160

Dr. John Maupin, D.D.S.
President, Meharry Medical College
1105 D.B. Todd Blvd
Nashville, TN 37208

Dr. Carole Watkins
Director, Sponsered Programs
2500 West North Avenue
Baltimore, MD 21206

Dr. Victor A. Santiago
Executive Director of Development
Inter American University of Puerto Rico
P.O. Box 363255
San Juan, Puerto Rico 00939-3255

Dr. Wise Allen
Vice Chancellor
Peralta Community College District
33 E. 8th Street
Oakland, CA 94606

Ms. Hattie K. Weaver
c/o Harris-Stowe State College
3026 Laclede Avenue
St. Louis, Mo 63103

Mr. Gilbert McDonald
Bowie State University
Sponsored Projects
1400 Jericho St.
Bowie, MD 20715

Mr. William D. Wilson
Bowie State University
Academy for Computer Training
2092 Gaiter Road
Suite 200
Rockville, MD 20854

ATTACHMENT 4

EBB USER LOG

EBB USER LOG

Name: Calixto Borges
Addr1:
Addr2: P O Box 987
Addr3: Juana Diaz Pr
Addr4: PR
Phone: 809-837-2476
Born: 10/14/34 Sex: M
System: IBM-PC
Screen: 80 x 24 (page @ 24) DD(page @2 for continuous
Class: SOUTH

Name: Gwendolyn Armstrong
Addr1: Winston-Salem State University
Addr2: 601 Martin Luther King Drive
Addr3: Winston-Salem State North Carolina
Addr4:
Phone: 910-750-2410
Born: 04/18/44 Sex: F
System: IBM-PC
Screen: 80 x 24 (page @ 24) DD(page @2 for continuous
Class: SOUTH

Name: Baxish Balam
Addr1: Mississippi Valley State University
Addr2: Box 557 MVSU
Addr3: Itta Bena, MS 38941
Addr4:
Phone: 601-254-3389
Born: 08/16/30 Sex: M
System: Other
Screen: 80 x 24 (page @ 24) DD(page @2 for continuous
Class: SOUTH

Name: Baxish Balam
Addr1: Mississippi Valley State University
Addr2: Box 557 MVSU
Addr3: Itta Bena, MS 38941
Addr4: 14000 Hwy 82 w
Phone: 601-254-3389
Born: 08/16/30 Sex: M
System: IBM-PC
Screen: 80 x 24 (page @ 24) DD(page @2 for continuous
Class: SOUTH

Name: Dennis Dinger
Addr1: NCAT
Addr2: None
Addr3: Nowhere USA
Addr4:
Phone: 1-800-544-5709
Born: 01/01/01 Sex: M
System: IBM-PC
Screen: 80 x 24 (page @ 24) DD(page @2 for continuous
Class: SOUTH

Name: Calixto Borges
Addr1:
Addr2: P O Box 987
Addr3: Juana Diaz Pr
Addr4: PR
Phone: 809-837-2476
Born: 10/14/34 Sex: M
System: IBM-PC
Screen: 80 x 24 (page @ 24) DD(page @2 for continuous
Class: SOUTH

Name: Cheryl Herrington
Addr1: Albany State College
Addr2: 504 College Drive
Addr3: Albany, Georgia 31705
Addr4:
Phone: 912-430-4661
Born: 06/20/63 Sex: F
System: IBM-PC
Screen: 80 x 24 (page @ 24) DD(page @2 for continuous
Class: SOUTH

Name: Carlos Borges
Addr1:
Addr2: 3736-12 Prairie Fox Ln
Addr3: Orlando, FL 32812
Addr4:
Phone: 407-888-2599
Born: 09/02/66 Sex: M
System: IBM-PC
Screen: 80 x 24 (page @ 24) DD(page @2 for continuous
Class: SOUTH

Name: Phyllis Bryant
Addr1: Norfolk State University
Addr2: 2401 Corprew Avenue
Addr3: Norfolk, VA 23504
Addr4:
Phone: 804-683-2526
Born: 06/06/42 Sex: F
System: IBM-PC
Screen: 80 x 24 (page @ 24) DD(page @2 for continuous
Class: SOUTH

Name: David Ostler
Addr1: Transportation Institute
Addr2: N.C. A&T State University
Addr3: 303 Merrick Hall
Addr4:
Phone: 910-334-7745
Born: 09/03/52 Sex: M
System: IBM-PC
Screen: 80 x 24 (page @ 24) DD(page @2 for continuous
Class: SOUTH

Name: Deric Delgado
Addr1:
Addr2: P.O. Box 2273
Addr3: Guayama, P.R. 00785
Addr4:
Phone: 864-6754
Born: 01/15/79 Sex: M
System: IBM-PC
Screen: 80 x 24 (page @ 24) DD(page @2 for continuous
Class: SOUTH

Name: Edgar Flores
Addr1:
Addr2: Villa Interamerican #5 C-12
Addr3: San German, P.R. 00785
Addr4:
Phone: 809-892-0137
Born: 01/12/68 Sex: M
System: IBM-PC
Screen: 80 x 24 (page @ 24) DD(page @2 for continuous
Class: SOUTH

Name: Ellen Njai
Addr1: Saint Paul's College
Addr2: 115 College Drive
Addr3: Lawrenceville, VA 23868
Addr4: United States
Phone: 804-484-4867
Born: 12/26/53 Sex: F
System: IBM-PC
Screen: 80 x 24 (page @ 24) DD(page @2 for continuous
Class: SOUTH

Name: Edgar Flores
Addr1:
Addr2: Villa Interamerican #5 C-12
Addr3: San German, P.R. 00785
Addr4:
Phone: 809-892-0137
Born: 01/12/68 Sex: M
System: IBM-PC
Screen: 80 x 24 (page @ 24) DD(page @2 for continuous
Class: SOUTH

Name: Frances Dates
Addr1: Talladega College, Savery Lib
Addr2: 627 West Battle Street
Addr3: Talladega, AL160
Addr4:
Phone: 205-761-6280
Born: 06/23/58 Sex: M
System: IBM-PC
Screen: 80 x 24 (page @ 24) DD(page @2 for continuous
Class: SOUTH

Name: George Bryant
Addr1: Philander Smith College
Addr2: 812 W. 13th Street
Addr3: Little Rock, AR 72202
Addr4:
Phone: 501-37{-527}q
Born: 06/23/58 Sex: M
System: IBM-PC
Screen: 80 x 24 (page @ 24) DD(page @2 for continuous
Class: SOUTH

Name: George Bryant
Addr1: Philander Smith College
Addr2: 812 W. 13th Street
Addr3: Little Rock, AR 72202
Addr4:
Phone: 501-37{-527}q
Born: 06/23/58 Sex: M
System: IBM-PC
Screen: 80 x 24 (page @ 24) DD(page @2 for continuous
Class: SOUTH

Name: John Chen
Addr1: North Carolina A&T State University
Addr2: Department of Mechanical Engineering
Addr3: 1601 East Market Street
Addr4:
Phone: 910-334-7620
Born: 02/25/63 Sex: M
System: IBM-PC
Screen: 80 x 24 (page @ 24) DD(page @2 for continuous
Class: SOUTH

Name: Joyce Daniels
Addr1: West Virginia State College
Addr2: P.O. Box 1000
Addr3: Institute, WV 25112
Addr4:
Phone: 304-766-4151
Born: 09/04/42 Sex: F
System: IBM-PC
Screen: 80 x 24 (page @ 24) DD(page @2 for continuous
Class: SOUTH

Name: Johann Odom
Addr1: SEMCOR
Addr2: 814 Greenbrier Circle, Ste S
Addr3: Chesapeake, Virginia 23320
Addr4:
Phone: 804-366-4422
Born: 10/13/58 Sex: M
System: IBM-PC
Screen: 80 x 24 (page @ 24) DD(page @2 for continuous
Class: SOUTH

Name: Kenneth Williams
Addr1: N.C. A&T State University
Addr2: Computer Science Dept.
Addr3: Greensboro, NC 27411
Addr4:
Phone: 910-334-7245
Born: 05/07/53 Sex: M
System: IBM-PC
Screen: 80 x 24 (page @ 24) DD(page @2 for continuous
Class: SOUTH

Name: Kimberly Carter
Addr1: Tuskegee University
Addr2: Carver Research Foundation
Addr3: Tuskegee, AL 36088
Addr4:
Phone: 334-724-4472
Born: 07/31/56 Sex: F
System: IBM-PC
Screen: 80 x 24 (page @ 24) DD(page @2 for continuous
Class: SOUTH

Name: Howard Davis
Addr1: SEMCOR, Inc.
Addr2: 760 Lynnhaven Parkway
Addr3: Virginia Beach, VA 23452
Addr4:
Phone: 804-431-0620
Born: 06/13/60 Sex: F
System: IBM-PC
Screen: 80 x 24 (page @ 24) DD(page @2 for continuous
Class: SOUTH

Name: Les Baham
Addr1: Southern Alumni
Addr2: 1639 Eastwood Dr.
Addr3: Slidell, LA 70458
Addr4:
Phone: 504-641-5235
Born: 05/05/52 Sex: M
System: IBM-PC
Screen: 80 x 24 (page @ 24) DD(page @2 for continuous
Class: SOUTH

Name: Leon Cohen
Addr1: Cal State U Dominguez Hills
Addr2: 1000 E. Victoria
Addr3: Carson, CA 90747-0001
Addr4:
Phone: 310-516-3756
Born: 01/26/38 Sex: M
System: IBM-PC
Screen: 80 x 24 (page @ 24) DD(page @2 for continuous
Class: SOUTH

Name: Leonard Harrel
Addr1: Entergy
Addr2: 1323 North 31st
Addr3: Baton Rouge, LA 70802
Addr4: U.S.
Phone: 379-5071
Born: 10/05/57 Sex: M
System: IBM-PC
Screen: 80 x 24 (page @ 24) DD(page @2 for continuous
Class: SOUTH

Name: Luis A Echevarria
Addr1: Inter American University
Addr2: P.O. Box 1202
Addr3: Ponce, PR 00733
Addr4:
Phone: 809-264-1921
Born: 04/23/46 Sex: M
System: IBM-PC
Screen: 80 x 24 (page @ 24) DD(page @2 for continuous
Class: SOUTH

Name: Luis Villalta
Addr1: Inter American University, PR
Addr2: Geranio #257 San Rafael Est.
Addr3: Bayamon, PR 00959
Addr4:
Phone: 809-780-4040x2130
Born: 01/07/69 Sex: M
System: IBM-PC
Screen: 80 x 24 (page @ 24) DD(page @2 for continuous
Class: SOUTH

Name: Edet Isuk
Addr1: Morgan State University
Addr2: Cold Spring Ln/Hillen Rd
Addr3: Baltimore, Maryland 21236
Addr4:
Phone: 410-319-3512
Born: 02/02/72 Sex: M
System: IBM-PC
Screen: 80 x 24 (page @ 24) DD(page @2 for continuous
Class: SOUTH

Name: Neil James
Addr1: Florida A&M University
Addr2: 103 S. Perry-Paige
Addr3: Tallahassee, FL 32307-4100
Addr4:
Phone: 904-561-2309
Born: 06/04/56 Sex: M
System: IBM-PC
Screen: 80 x 24 (page @ 24) DD(page @2 for continuous
Class: SOUTH

Name: Baxish Balam
Addr1: Mississippi Valley State University
Addr2: Box 557 MVSU
Addr3: Itta Bena, MS 38941
Addr4: 14000 Hwy 82 w
Phone: 601-254-3389
Born: 08/16/30 Sex: M
System: IBM-PC
Screen: 80 x 24 (page @ 24) DD(page @2 for continuous
Class: SOUTH

Name: Patricia Ramsey
Addr1: Norfolk State University
Addr2: P.O. Box 1153
Addr3: Williamsburg, VA 23187
Addr4:
Phone: 804-683-8323
Born: 05/14/50 Sex: M
System: IBM-PC
Screen: 80 x 24 (page @ 24) DD(page @2 for continuous
Class: SOUTH

Name: Robert Jennings
Addr1: Albany State College
Addr2: 504 College Drive
Addr3: Albany, GA 31705
Addr4:
Phone: 912-430-4660
Born: 11/15/50 Sex: M
System: IBM-PC
Screen: 80 x 24 (page @ 24) DD(page @2 for continuous
Class: SOUTH

Name: Ricardo Mediavilla
Addr1: Interamerican University of P
Addr2: Road 174, Km. 2.2
Addr3: Bayamon, Puerto Rico 00959
Addr4:
Phone: 809-780-4040
Born: 10/18/52 Sex: M
System: IBM-PC
Screen: 80 x 24 (page @ 24) DD(page @2 for continuous
Class: SOUTH

Name: Edgar Flores
Addr1:
Addr2: Villa Interamerican #5 C-12
Addr3: San German, P.R. 00785
Addr4:
Phone: 809-892-0137
Born: 01/12/68 Sex: M
System: IBM-PC
Screen: 80 x 24 (page @ 24) DD(page @2 for continuous
Class: SOUTH

Name: Scott Von Laven
Addr1: Alabama A&M University
Addr2: P.O. Box 411
Addr3: Normal, AL 35762
Addr4:
Phone: 205-851-5675
Born: 09/19/55 Sex: M
System: Macintosh
Screen: 80 x 24 (page @ 24) DD(page @2 for continuous
Class: SOUTH

Name: Scott Von Laven
Addr1: Alabama A&M University
Addr2: P.O. Box 411
Addr3: Normal, AL 35762
Addr4:
Phone: 205-851-5675
Born: 09/19/55 Sex: M
System: Macintosh
Screen: 80 x 24 (page @ 24) DD(page @2 for continuous
Class: SOUTH

Name: Mathew Sharper Sr
Addr1: Grant Chemical
Addr2: 6179 San Juan Dr.
Addr3: Baton Rouge, LA 70811
Addr4:
Phone: 654-6801
Born: 10/12/51 Sex: M
System: IBM-PC
Screen: 80 x 24 (page @ 24) DD(page @2 for continuous
Class: SOUTH

Name: Leonard Harrel
Addr1: Entergy
Addr2: 1323 North 31st
Addr3: Baton Rouge, LA 70802
Addr4: U.S.
Phone: 379-5071
Born: 10/05/57 Sex: M
System: IBM-PC
Screen: 80 x 24 (page @ 24) DD(page @2 for continuous
Class: SOUTH

Name: I represent a small liberal
Addr1: Allen University
Addr2: 1530 Harden Street
Addr3: Columbia, South Carolina 2920
Addr4: U.S.
Phone: 379-5071
Born: 10/05/57 Sex: M
System: IBM-PC
Screen: 80 x 24 (page @ 24) DD(page @2 for continuous
Class: SOUTH

Name: Jefry Lopez
Addr1:
Addr2: HCL Box 3149
Addr3: Arroyo PR 00714
Addr4:
Phone: 809-839-4526
Born: 11/03/69 Sex: M
System: IBM-PC
Screen: 80 x 24 (page @ 24) DD(page @2 for continuous
Class: SOUTH